

MISSOURI STATE LIBRARY
LSTA Grant Program
Every Child Ready to Read @ your Library® Grant Program
Information & Guidelines
Spring 2006

I. Grant program description

The Every Child Ready to Read @ your library® grant program is designed to provide the Secretary of State and the Missouri State Library, in partnership with other state agencies, with the opportunity to address early literacy. By providing public libraries with a coordinated program to help parents and caregivers prepare young children to be ready to read, the State Library can evaluate the effectiveness at a state level, while local libraries make an impact and reap the rewards of successful students locally.

LSTA Every Child Ready to Read @ your library® grants will provide public libraries with funds to

- Obtain the resources to conduct early literacy workshops for parents and caregivers children birth through age five;
- Provide opportunities for public libraries to identify and collaborate with community partners to reach new and unserved parents and caregivers;
- Promote the role of public library youth services staff as early literacy experts.

Every Child Ready to Read @ your library® grants will provide funding for libraries to purchase the Every Child Ready to Read training kit, available through the American Library Association, and additional resources necessary for conducting the parent workshops. Public libraries will work with community partners to plan, promote and conduct a minimum of three parent workshops.

II. Grant priorities

- Libraries will conduct a minimum of three Every Child Ready to Read workshops for parents and caregivers.
 - At least two workshops must be directed at parents and caregivers of young children at risk of not starting school ready to read.
 - The workshops may be held at the library, but preference will be given to libraries that target new audiences and conduct one or more workshops where the audiences are, rather than expecting the audiences come to the library.
 - At least two workshops must be directed to audiences at which the majority of participants are parents and guardians; no more than one workshop should have an audience consisting primarily of paid childcare providers.
 - All workshops must be completed before December 1, 2006.

- Libraries will collaborate with one or more community partners to identify parents and caregivers whose children are most at risk of not starting school ready to read and learn.
- Project outputs: Every Child Ready to Read applicants must plan to submit with the final report the following project outputs:
 - The total number of workshops provided.
 - A count and a listing of community agencies with which the library partnered to plan, promote and conduct the Every Child Ready to Read workshops.
 - The number of parents, caregivers and other participants at the Every Child Ready to Read workshops.
 - The number of children age birth through age 5 reached through the program.
 - The number of new library card applications received at or as a result of the Every Child Ready to Read workshops.
- Project outcomes: Every Child Ready to Read applicants must plan to submit with the final report the following project outcome:
 - Anecdotal comments from workshop participants about how they will or have used the skills they gained from the workshops.
 - Additional outcomes the library may consider obtaining include:
 - The increase in the number of materials checked out during one or more Every Child Ready to Read workshops.
 - The increase in the number of Every Child Ready to Read workshop participants who register for or attend one or more storytimes or other programs as a result of the workshops.
- Libraries are encouraged to use or adapt the Early Literacy Initiative Library Output Data collection form, Parent/Caregiver Intake and Evaluation forms, and Session Evaluation form provided on the Every Child Ready to Read @ your library® Web site:
<http://www.ala.org/ala/pla/plaissues/earlylit/researchandeval/toolsforevaluation.htm>.
- Libraries are encouraged to use grant funds to purchase the American Library Association Every Child Ready to Read training kit.
- Library staff who have attended the Every Child Ready to Read workshops sponsored by the Missouri State Library and who have successfully completed the grant application are eligible to attend a follow-up early literacy workshop in August.

The grant period runs from July 15, 2006 to December 1, 2006.

III. Eligibility

This grant is open only to public libraries with staff who have attended the Every Child Ready to Read @ your library® training provided through the Missouri State Library and receive state aid.

IV. Funds available

Each library branch may apply for a maximum of \$700. Up to five branches per library outlet may apply for the grant, with a maximum of \$3500 awarded to any library system.

V. Matching funds

No local matching funds are required for program costs.

VI. Allowable and unallowable costs

Allowable costs include, but are not limited to:

- Every Child Ready to Read training kit (available through the American Library Association)
- Workshop resources and supplies
- Publicity, mailing, printing costs
- Costs for additional staff or staff hours and mileage
- Refreshments for project-related activities

Unallowable costs include, but are not limited to:

- Exhibit or production supplies
- Equipment
- Collection development acquisitions
- Incentives, prizes or gifts
- Vehicles

VII. Reporting requirements

Libraries awarded Every Child Ready to Read grants are required to submit a narrative, statistical, financial and evaluative report regarding the project. **The final grant report is due December 1, 2006.** Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

VIII. Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to*

assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

IX. Review of applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by June 12, 2006 or hand delivered by June 13, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the library receives the grant award documents.

X. Assurances

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
Generally, grant funds are awarded in two payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.
Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.
3. How the grant will be paid:
Grantees for this grant are paid 70% of the total grant amount upon return of Assurances and Certification and first payment request forms. A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than December 1, 2006.

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson, Youth & Senior Services Consultant
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.
E-mail: nancee.dahms-stinson@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA Grant Program
Every Child Ready to Read @ your library® Grant Program
Application Instructions
Spring 2006

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

Part I – Application Form - Itemized Instructions

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Total population of legal service area*-Public libraries should indicate the total legal service population.
- *Estimated number of adults to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu/>.
- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

MISSOURI STATE LIBRARY
Every Child Ready to Read @ your library® Grant Program
Application Form
Spring 2006

Project # _____

Part I – You must use this sheet as page one of your application *Please type.*

Name of library: _____

Federal Tax I.D. # or MO Vendor # if different: _____

Address: _____

City: _____ **County:** _____

Library director: _____

Project director (contact person): _____

E-mail address and phone of project director: _____

Total population of legal service area: _____

Estimated number of adults to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

Project abstract (not to exceed 250 words):

PART II: NARRATIVE

1. If Every Child Ready to Read workshops will be conducted by multiple library branches, list each library branch.
2. For each library branch that will provide workshops, list the partners with which each will collaborate to identify parent and caregiver audiences and plan, promote and conduct the workshops.
3. Briefly describe how each partner will help you reach an audience of parents or caregivers of children at risk of not starting school ready to read and learn.
4. If possible, indicate where each workshop will be held.
5. How will you determine the impact you have had on audiences participating in your workshops? You may use the Parent Intake and Evaluation forms or Session Evaluation forms available on the Every Child Ready to Read Web site, or you may create your own tools. If you create your own, a sample must accompany the grant application.

Part III—Budget Narrative and Worksheet

Budget Narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

Budget Worksheet

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative

**Every Child Ready to Read @ your library® Grant Program
Budget Worksheet**

<i>Library Name:</i>				
<i>Project Title:</i>				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits			\$	\$
Travel \$0.415/mile			\$	\$
Supplies			\$	\$
Contractual			\$	\$
Total Project Costs			\$	\$

XI. PART IV: CERTIFICATION AND SIGNATURES

ATTENTION: You must use Cover Page, Budget Worksheet, and Certifications and Signatures for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:
Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387

Jefferson City, MO 65102-0387

Application deadline: June 12, 2006

For State Library use only:

_____ ***Approved***
Awarded

_____ ***Not Approved***

\$ _____ ***Amount***

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



Post-Project Information

This data and information must be submitted with your final report

Grantees will be required to respond completely to the following questions as part of the final grant report. Complete responses will be required prior to the final payment of the grant. The questions are provided here so you can submit complete and thorough responses in your final grant report, due December 1, 2006. ***You need not respond to these questions as part of your application!***

1. Please provide a list of community agencies with which each library branch partnered to plan, promote and conduct the Every Child Ready to Read workshop.
2. Indicate the number of workshops you conducted, including where each workshop was held.
3. Indicate the number of parents and caregivers who attended each workshop; indicate the number of childcare providers or other individuals who attended each workshop.
4. Indicate the number of children, birth through age 5, reached through each workshop (this can include a count of children who attended a parent/child session plus those who will be reached indirectly by association with an adult).
5. For each workshop, indicate the number of adults with library cards before and after the workshop.
6. What skills and behaviors have parents and caregivers reported changing as a result of participating in the Every Child Ready to Read workshops?
7. What lessons have you learned regarding community partnerships, parent training, or library programming/services, that will contribute to best practices you will continue to use at your library?